

**Town of Webster, NH
Checklist
Application for Subdivision and Lot Line Adjustment**

This Checklist is part of the Webster Subdivision Regulation and Lot Line Adjustment Application Form. In the event there is any conflict between this checklist and items listed in the Subdivision Regulations, the more inclusive requirement shall apply.

Applicant(s) Name: _____

Property Owner if different) _____

Tax Map & Lot No. _____ Address Project: _____

PLAT AND APPLICATION SUBMISSION REQUIREMENTS (Section 7.1 Sub Div Regs)

<u>Submittal Items</u>	Yes	No	N/A	Waiver	Comments
1. Completed application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Fees paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Letter of authorization (if other than owner)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Waiver request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

At least one of the following must be checked as a “yes” for the application to be considered a MINOR subdivision

5. Creates 3 lots or less with no potential for further subdivision, requires no new roads, utilities or other municipal improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Lot Line adjustment which does not create an additional building lot – i.e. there is not an increase in the number of lots following approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

All Major and Minor Plans are Required to Show (Section 7.1A-C Sub Div Regs):

7. Three paper prints (22” x 34”)□	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Proposed subdivision name; name and address of owner of record; Applicant name and name of engineer or surveyor, license number and seal; date; north arrow and written graphic scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
9. Name of owners of abutting properties identified by tax map page and lot number; site location map; boundary survey showing all pre-existing and new boundary markers; lot area, setback lines, frontage lengths, easement locations; proposed lot number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Location of buildings and driveway (existing & proposed), delineation of floodplain, water courses, rivers, ponds or standing water, delineated wetlands, rock ledges, stone walls and other significant features and soil types and characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Location & size of existing and proposed water mains, sewers, culverts, drains, bridges, wells and septic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Existing and proposed contour lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Dotted line indication of all soil type boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. For proposed lots less than five acres, locations of and test results from percolation test pits, with tentative locations of a well and septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

For Major Subdivisions Only (unless Board requested for Minor) (Section 7.1D and 7.3B, Sub Div Regs):

15. Delineation of existing and proposed streets with profiles, grades, and plots of cross sections at 50' intervals; if abutting a state highway, a copy of the driveway NHDOT driveway permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. A tabulation by proposed lot number showing size in acres, street frontage lengths in feet, setbacks and any other pertinent zoning requirements;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
17. Erosion and sediment control proposals and installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
18.Plans for proposed utility installations, including electric, telephone, gas and solar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
19. Copies of agreements between applicant and town regarding public improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
20. A description of how the project is to be phased, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
21. Impact on town services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
22. Date and signature block for approval by the Webster Planning Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
23. Name and seal of engineer and of land surveyor licensed by the State of NH .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

The undersigned acknowledge that they have reviewed and understand the Webster Subdivision Regulations in their entirety prior to making application:

Applicant Date

Applicant's Representative Date

Failure to sign this application form is likely to result in the application being deemed incomplete by the Planning Board.

<p>OFFICE USE ONLY</p> <p>Time Received _____</p> <p>Date Received _____</p> <p>Signature _____</p>
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2/20/2020